



## Job Announcement

<http://www.mdcourts.gov>

### REPOST – PREVIOUS APPLICANTS WILL BE CONSIDERED

<b>Opening Date:</b>	April 17, 2015	<b>Closing Date:</b>	May 1, 2015
<b>Job Title:</b>	District Court Clerk I/II	<b>Position Type:</b>	Regular Full-Time
<b>PIN:</b>	073334	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	District 8, Baltimore County Towson, MD	<b>Grade/ Entry</b>	Level I J05 \$28,973 - \$34,289
		<b>Salary</b>	Level II J06 \$30,761 - \$36,447
		<b>Financial</b>	No
		<b>Disclosure:</b>	

**Essential Functions:** The District Court Clerk greets and assists the public, police, attorneys and court personnel at front desk assisting with criminal, traffic and civil clerical procedures. Responds to inquiries and provides information regarding court policies and procedures. This position is also responsible for the receipt, opening, sorting and dispersal of District Court mail received in Towson. Processes all money mail through the cash register and documents processes. Performs additional related essential functions as assigned.

**Education:** High school diploma or GED.

**Experience:** Level I - Two years of general clerical work experience.  
Level II - experience above, plus one year of Court experience.

**Note:** Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

**Skills/Abilities:** Ability to communicate effectively with the public, law enforcement, attorneys as well as court personnel and to provide information both in person, in writing and on the telephone. Knowledge of modern office practices, procedures systems and equipment required to support the assigned unit. Ability to learn and utilize basic legal terminology, standard legal forms and documents used in the Maryland District Courts. Ability to cross train in other areas. Ability to maintain and use detailed alpha and numeric filing systems. Ability to consistently manage work load. Knowledge of basic English grammar. Ability to perform all essential functions of the position.

**Please submit a Maryland Judiciary employment application** (unsigned applications will not be accepted).

**Materials must be received at the address below. The candidate selected for this position will be subject to a background check. The Human Resources Department will not be responsible for applications/resumes sent to any other address. Bilingual applicants are encouraged to apply.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files and faxes are not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. Applicants must be United States citizens or eligible to work in the United States.